

**Board of Registration of Podiatry
1000 Washington Street, Boston, MA 02118
Minutes of October 11, 2016 Public Meeting**

Board Members Present:

Dr. LeRoy Kelley, Chair
Dr. Raymond Murano, Secretary
Dr. Bruce Bonnell, Member

Board Members Absent:

Dr. Kenneth Leavitt, Member

Administrative Staff Present:

Michael Hawley, Executive Director

Members of the Public Present:

Mark Molloy, Lynch Associates

I. Housekeeping Matters and Evacuation Procedures

Dr. Kelley, the Chair, observed a quorum of board members to be present and opened the meeting at 10:00am.

Executive Director, Michael Hawley informed attendees of the evacuation procedures and location of the restrooms.

II. Vote on Minutes:

Dr. Bonnell moved to accept the minutes from the September 13, 2016 meeting as amended. Dr. Kelley seconded the motion. The motion passed unanimously.

III. Investigative Session - Closed Session under MGL ch. 112, Section 65C:

- No investigative Session was held.

IV. New Items:

a) Board Chair

b) Executive Director, Michael Hawley's Report to the Board:

- I. E-Licensing Update – The Executive director reported that there has only been one new licensee transmitted from PCS using the new system and that that transmission failed, leaving the new licensee without a record in the new system. IT staff at the division and at PCS are working on the problem. There is no estimate of when the problem will be solved. Mr. Hawley reports that he issued a formal verification letter to the licensee.

c) **Board Officer Elections:**

I. Board Chair:

Dr. Murano nominated Dr. Kelley for re-election as board chair. Dr. Bonnell seconded the nomination. Dr. Kelley accepted the nomination. Dr. Kelley was re-elected by a unanimous vote.

II. Board Secretary:

Dr. Kelley nominated Dr. Murano for re-election as board Secretary. Dr. Bonnell seconded the nomination. Dr. Murano accepted the nomination. Dr. Murano was re-elected by a unanimous vote.

d) **Discussion of Board Policies:**

I. Diabetic Foot Care Policy: The Board reviewed its Diabetic Foot Care Policy and recommended edits. The specific edits were to:

1. Section II paragraph 2 – Change the second sentence from “The treating podiatrist when appropriate **should** recommend more frequent treatment” to “The treating podiatrist when appropriate **can** recommend more frequent treatment”
2. Section III paragraph 2 – Change the parenthetical portion of the paragraph from “(**ie:** vascular surgeon, internist, endocrinologist, neurologist, **and** ophthalmologist)” to “(**e.g.,** vascular surgeon, internist, endocrinologist, neurologist, ophthalmologist **and others**)”

II. Policy Regarding Proper Foot Care: The Board reviewed its Policy Regarding Proper Foot Care and recommended edits. The specific edits were to:

1. Section 5 - Change the final sentence from “Form PD1101 is **the proper** documentation form to be used for this particular evaluation and treatment” to “Form PD1101 is **a sufficient** documentation form to be used for this particular evaluation and treatment”
2. Section 6 – Strike the words “**and recommended**” from the final sentence in this section.

III. The Board also recommended edits to form PD1102 (mentioned in the Policy Regarding Proper Foot Care).

1. Remove the list of diagnostic codes from the section entitled “DIAGNOSES” replace the list with the words, “**Appropriate IDL Diagnoses**”

The Executive Director will forward the edits to Board Counsel who will review and present the updated document to the Board for review and a vote.

- e) **Wall Certificates: The Board Chair and Secretary signed wall certificates for the following individuals:**
 - I. Katherine Koot
 - II. Joseph Bahn
 - III. Michael J. Skonieczny
- f) **Open Session for Topics not reasonably anticipated by the Chair 48 hours in advance of meeting.**
 - I. None

Dr. Kelley moved to adjourn the meeting at 10:22. Dr. Bonnell seconded. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, reading "Michael Hawley". The signature is written in a cursive, flowing style with a large, sweeping flourish at the end.

Michael Hawley
Executive Director

List of Documents Used at the Public Meeting:

1. Agenda dated October 11, 2016
2. Draft of minutes dated September 13, 2016
3. Podiatry Board's Diabetic Foot Care Policy
4. Podiatry Board's Policy Regarding Proper Foot Care
5. Podiatry Board's Form PD1102
6. Wall Certificates for licensees, Katherine Koot, Joseph Bahn and Michael J. Skonieczny